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CENTRAL INTELLIGENCE AGENCY
2430 E Street, N.W.
Washington 25, D.C.

NIS CHAPTER IX MEMO 25

DATE 21 March 1956

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Selection of Maps for Chapter IX

1. As stated in NIS Chapter IX Memo No. 23 (18 November 1955) and Memo No. 24 (9 December 1955), maps that are being prepared for publication are not to be cited as items in Chapter IX; such maps are not to be included as items until they are in final form. As indicated by footnote there is also a category of maps that are in final or permanent form, though not necessarily published in the exact sense of the word, that may be included as items if they are a part of a permanent map collection. This category includes such maps as annotated maps from foreign attaches and the oil-company maps that have been reproduced and are on file in one or more map libraries.

2. As noted in Memo No. 24, par. 2, maps at various stages of completion (regardless of the origin of the information) that are a part of a mapping program can be adequately covered under the heading Programs under way in Section 90, although care should be taken to make the references general and not to supply the detailed information required in the recording of an item.

3. Isolated manuscript maps that are neither a part of a mapping program nor scheduled for publication yet considered to be of extreme importance (such as those resulting from detailed field work) may be treated in one of two ways for Chapter IX purposes. If the maps are of sufficient value to warrant it, they may be reproduced and catalogued as part of a permanent collection (in which case they become permanent maps available for loan and may be cited as items), or they may be mentioned in the textual discussion preceding the listing of items under a specific subject heading as being of value but subject to change and available only for reference (see Memo No. 24, par. 2). In the latter case, references will remain general and will not include such details as scale, exact coverage, etc. Such references should be kept to an absolute minimum.

4. Maps that are merely work sheets kept for the convenience of an analyst should not be included in any of the above categories.

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5. If there is doubt as to whether maps available fall within the categories described in paragraphs 1-3 above, please consult with the NIS Chapter IX Coordinator or the Chief of the Coordination Staff at the time of selection of materials so that the problems can be resolved prior to the preparation of textual and graphic materials for the Chapter IX contribution.

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